

MONTANA STATE PRISON  
INTERNAL/EXTERNAL POSTING

Job Title: Administrative Support(TCSB)  
Position Number: 11031  
Class Code: 436413  
Department: Corrections  
Division: Montana State Prison  
Location: Deer Lodge, MT.  
Supplement Required: Yes

Pay Band 3: \$10.27 - \$12.838/hr  
Status: Permanent/Full-time  
Bargaining Unit: Montana  
Federation of State Employees  
Shift: 8 a.m.- 4 p.m.  
Days Off: Sat./Sun.

To Apply: Submit a **State of Montana Application** form to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722. Applications must be received by 5:00 p.m. July 25, 2008.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions.

Typical Duties: Collects disciplinary reports from the Discipline Hearing Investigator or the Command Post for processing. Reviews for completeness, accuracy, evidence, witness statements, etc. Explores and analyzes offender disciplinary issues within framework of applicable laws, regulations, and policies to ensure due process rights of inmates are upheld and to inform the inmates of the laws and appeals available to them. Receives and gathers physical evidence. Stores evidence in a secure place and in a manner to assure the evidence does not physically deteriorate and/or become legally unusable. Prepares disciplinary cases for administrative review, and if applicable, for judicial review, in cases of appealed decisions to ensure that all evidence and cases are complete before they are sent for review. Logs and schedules all hearings. Serves inmates with a violation report verbally and in writing, explains to the inmate the charges against him, date and time of the hearing; needed witness statements and all evidence which may influence a decision. Types daily "call-out" sheet and forwards to the Placement Office to ensure inmates are held in on the day set for their disciplinary hearing. Ensures that ACIS (Adult Correctional Information System) contains accurate up-to date disciplinary information by daily input of information concerning violations, sanctions and information concerning the hearing. Logs, serves and schedules all visiting terminations that are to be heard by the hearings officers by following Federal statutes and Prison policy on time guidelines set for such hearings. The information will be on the call-out list for staff and inmate to have knowledge of schedules of hearings. Produces reports and statistics concerning the operation of the Disciplinary Department (i.e., Personal Monthly Report; Monthly Disciplinary Report). Uses written and verbal communication skills to keep other departments informed of disciplinary action (i.e., Pending Due Process List and the Weekly Disciplinary Summary Sheet). Provides input regarding updating revising the disciplinary policy. Assists the Grievance Coordinator to implement the Inmate grievance policy. Collect inmate grievances from locked boxes or from locked housing units. In the Grievance Coordinator absence, acts as designee to assure all critical Grievance Coordinator duties are accomplished. Perform general administrative duties for implementation of the grievance policy. Ensures an adequate supply of complaint forms are in each housing unit to allow inmates to file grievances on the appropriate forms. Maintains grievance files in chronological order, alphabetically by last name, for future reference. Completes the logbook by entering accurate information pertaining to grievances. Provides administrative support services to the Classification Unit. Organizes and logs all classification reports that are turned in by the Unit Management Teams for review by the Administrative Review Committee. Pulls main files for these reviews. In the absence of the Classification Specialist, acts as designee for the presentation to the Administrative Review Committee. Ensures proper copies and distribution of these reports. Provides daily input in Lotus Approach Classification Tracking System for classification reports submitted by Contracted Facilities. Tracks and monitors all Classification Temporary Lock Ups. Ensures that the policy guidelines are followed. Notifies the Unit Management Teams if time guidelines have exceeded. Will be available to legal counsel and testifies for the DOC at court proceedings regarding inmate discipline and grievance procedures. Performs related work as required.

Qualifications: Detailed knowledge in records management, discipline, grievance and classification guidelines, presentation and facilitation techniques. Proficiency in the use of personal computers and the Adult Correctional Information System (ACIS). Working skills in good organization, attention to details, listening, written and verbal communication, problem solving and decision making. Skilled in conflict resolution, alternative resolution practices, and de-escalating volatile situations. Must have the ability to deal effectively with administrative detail, court documents and complex and confidential materials; establish and maintain effective and professional working relationships with staff, state agencies and other groups; communicate effectively orally and in writing with inmates, staff and others; act with initiative, good judgment, impartiality and with a minimum of supervision; investigate, analyze, assemble, compile and present information for use in formal hearings; perform accurate and thorough work while functioning under adverse circumstances, to preserve the orderly operation of the institution.

Education and Experience: The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a high school diploma or GED and one to two years experience in Corrections and/or the criminal justice system. Experience and/or training in correctional disciplinary, conducting hearings and classification procedures will receive points in the screening process.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a pay band 3 on the state's general pay matrix. The current hourly salary is \$10.27 - \$12.838 DOE. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406)846-1320.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 12/93). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. A Behavioral interview may be part of the interview process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

**MONTANA DEPARTMENT OF CORRECTIONS  
REFERENCE AND CRIMINAL BACKGROUND CHECK  
AUTHORIZATION FORM**

Applicant's Name: \_\_\_\_\_  
(Please print or type)  
Other Names Used: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect, or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related only to the hiring decision of the position for which I have applied.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_No \_\_\_Yes Date\_\_\_\_\_ Jurisdiction\_\_\_\_\_  
APPLICANT'S SIGNATURE DATE

\_\_\_\_\_

**SUPPLEMENTAL QUESTION**

PLEASE SUBMIT WITH YOUR APPLICATION

Name \_\_\_\_\_ Date \_\_\_\_\_

**WHAT SPECIFIC STRENGTHS WILL YOU BRING TO THE TECHNICAL  
CORRECTIONAL SERVICES BUREAU ADMINISTRATIVE SUPPORT POSITION IF  
SELECTED?**

The committee will judge this written portion of the interview on organization, content, legibility and grammar.